

COUNTY OF STANLY
HUMAN RESOURCE OFFICE
1000 NORTH FIRST STREET, SUITE 10A
ALBEMARLE, NORTH CAROLINA
28001



JOB ANNOUNCEMENT

POSITION: Tax Customer Service Representative

LOCATION: County of Stanly
Tax Office
201 South Second St.
Albemarle, NC 28001

SALARY: \$24,415

HOURS: 37.50 hours per week

JOB SPECIFICATIONS: Collects current and delinquent taxes; figures discounts, penalties, and interest; posts payments to computer system; prepares and issues receipts. Processes tax payments received by mail; mails receipts and notifies taxpayer by mail or phone of discrepancies. Compares employee lists against delinquent files for garnishment purposes. Answers public's questions on property valuations, tax bills, and other records. Performs clerical work such as typing reports, preparing and copying forms, and answering the telephone. Prepares a variety of reports on taxes, refunds, releases, and others requested by supervisors. Prepares and mails delinquent notices for real property taxes and vehicle taxes. Collects motor vehicle taxes and delinquent fees. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Graduation from high school and considerable work experience in handling money such as cashiering or accounting clerk and working with the public; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: General knowledge of the procedures, records, and forms used in the tax collection, listing, and evaluation processes. Working knowledge of State laws and local policies regulating the tax assessment and collection functions. Ability to make arithmetical calculations and handle money accurately. Ability to deal tactfully and courteously with the public. Ability to maintain effective working relationships with other departments, employees, and the general public.

RECRUITMENT PERIOD: April 13th, 2015 thru April 30th, 2015

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer